



## **JLE-NS 2012-2013 Policy Board Positions**

### **President – Previously Slated – Dorothy Coletta**

- Is the chief executive officer of the League and, as such, represents the League.
- Chairs Policy Board Meetings, General Membership Meetings, Leadership Team meetings and Annual Dinner.
- Attends all JLE-NS events including, but not limited to, Prospective Member Informational Meetings, Socials, training opportunities, Transfer events, a Sustainer event, Community Projects, Fundraisers, etc.
- Signs all contracts with outside entities.
- Serves on the Finance and Investment Committee.
- Attends the AJLI conference in the fall, and any regional training sessions or meetings (ie WINN, Tri-Board Meeting, etc).
- Works closely with the President-Elect on all Policy Board issues.
- Provides guidance to the President-Elect on Management Board issues as needed.

### **President-Elect**

- Automatically moves up to President the next League year.
- Serves as a member of the Policy Board.
- Chairs monthly Management Board meetings.
- Oversees Management Board committees, provides guidance to Committee Chairs, and assists with the work of each committee as needed.
- Attends AJLI conferences in the Fall and Winter, Annual Conference in the Spring, and any regional training sessions or meetings (ie WINN, Tri-Board Meeting, etc)
- Attends all JLE-NS events including, but not limited to, GMMs, Prospective Member Informational Meetings, Socials, training opportunities, Transfer events, a Sustainer event, Community Projects, Fundraisers, etc.
- Serves on the Finance and Investment Committee.
- Creates the budget for the next League year with the President and Finance Director.
- Serves as an officer of the League and represents the League at the request of the President.

### **Community Director**

- Serves on the Policy Board as the member with community service and impact experience.
- Assesses the impact of JLE-NS community projects, and recommends annual changes to improve effectiveness.
- Serves as the Policy Board Advisor throughout the year with the all community impact committees, including Fitting Futures, Scholarships & Grants, the community project aspect of the New Member group, etc. As an Advisor, the Community Director is expected to proactively reach out to the committees and offer help, provide ideas, answer questions, and lend perspectives that enable each committee to deliver impact in the community.
- Keeps current and informs League members about issues and needs affecting our community through research, meeting with community leaders, and participating in community events.
- Represents JLE-NS in the community by attending at least one meeting each year of key community organizations i.e. Evanston Chamber of Commerce, the Winnetka Chamber of Commerce.
- When applicable, identifies Community Advisory Board (CAB) members each year, and chairs the CAB meetings (if JLE-NS has a CAB that year).
- May be asked to coordinate a Done In A Day (DIAD) project.
- As a member of the leadership team, attends most JLE-NS events including, but not limited to, GMMs, Prospective Member Informational Meetings, Socials, training opportunities, Transfer events, a Sustainer event, Community Projects, Fundraisers, etc.
- Assumes the duties of the President in the absence of the President and President-Elect.
- Administers Community Volunteer of the Year Award.

### **Membership Director**

- Serves on the Policy Board as the member with membership experience.
- Assesses membership satisfaction, attraction, and retention and recommends annual changes to improve.
- Gathers membership feedback through various approaches including exit interviews for those who resign or change to sustainer status, targeted focus groups, membership satisfaction surveys, etc.
- Recommends changes to policies and procedures that affect membership and its recruitment, satisfaction, and retention.
- Serves as the Policy Board Advisor throughout the year with all membership committees, including Admissions, Placement, New Member, Leadership Development & Training, and Social. As an Advisor, the Membership Director is expected to proactively reach out to the committees and offer help, provide ideas, answer questions, and lend perspectives that enable each committee to contribute to satisfying, engaging, and retaining JLE-NS membership.
- May be asked to identify members' training needs and facilitate training opportunities for members as needed.
- As a member of the leadership team, attends most JLE-NS events including, but not limited to, GMMs, Prospective Member Informational Meetings, Socials, training opportunities, Transfer events, a Sustainer event, Community Projects, Fundraisers, etc.
- Assumes the duties of the President in the absence of the President, President-Elect and Community Director.
- Administers Founder's Award.

### **Finance Director**

- Serves on the Policy Board as the member with finance experience.
- Oversees work of the JLE-NS Accountant. Communicates finance policies to Accountant and reviews all reports and financial statements from Accountant.
- Monitors budget monthly and recommends changes throughout the year to ensure a balanced budget at year end.
- Presents budgets and financial statements to Policy Board for review.
- Coordinates fiscal policies, directives, and investments with the Policy Board.
- Coordinates the annual audit with the Accountant.
- Chairs the Finance and Investment Committee that oversees all JLE-NS funds and financial records. Makes recommendations for fund investments.
- Creates the budget for the next league year with the President and President-Elect.
- Responsible for insurance updates and renewals.
- As a member of the leadership team, attends most JLE-NS events including, but not limited to, GMMs, Prospective Member Informational Meetings, Socials, training opportunities, Transfer events, a Sustainer event, Community Projects, Fundraisers, etc.

### **Member At Large**

- Serves on the Policy Board.
- Assists the President and Policy Board in fulfilling the League's Strategic and Annual Plan.
- Serves as ex-officio member of League committees as needed.
- As a member of the leadership team, attends most JLE-NS events including, but not limited to, GMMs, Prospective Member Informational Meetings, Socials, training opportunities, Transfer events, a Sustainer event, Community Projects, Fundraisers, etc.

### **Sustainer Director**

- Appointed by the President.
- Serves on the Policy Board as a Sustainer representative to provide input from the Sustainers' perspectives.
- Engages Sustainers to stay connected and involved in League activities.
- Organizes and attends Sustainer events.
- Administers Sustainer of the Year Award.

### **Recording Secretary**

- Serves on the Policy Board and Management Board without a vote.
- Records, types, and distributes minutes of the Policy Board and Management Board meetings.
- Records and types minutes of the General Membership meetings.
- As a member of the leadership team, attends most JLE-NS events including, but not limited to, GMMs, Prospective Member Informational Meetings, Socials, training opportunities, Transfer events, a Sustainer event, Community Projects, Fundraisers, etc.

### **Bylaws Parliamentarian**

- Appointed by the President.
- Serves on the Policy Board without a vote.
- Works with the President, President-Elect and Office Manager on the content and assembly of the ballots included in the voting packet.
- Conducts voting meetings by explaining the ballots, distributing the ballots, counting the ballots and reporting back to the membership the outcome of the voting meeting.
- Follows up after the voting meeting to incorporate new policies into the JLE-NS Bylaws and Operational Policies.
- As a member of the leadership team, attends most JLE-NS events including, but not limited to, GMMs, Prospective Member Informational Meetings, Socials, training opportunities, Transfer events, a Sustainer event, Community Projects, Fundraisers, etc.